

PROFESSIONAL CAREER DEVELOPMENT BENCHMARK PORTFOLIO

_____/10 – Report Folder (no ringed binders)

_____/10 - Title Page (name, class, date)

_____/10 - Rubric (this page)



***Include the following documents in order –
both graded and corrected versions with all corrections made.
However, if you received a perfect score and did not have any
corrections to make, you do not need to reprint the assignment.***

	Document Name	*Graded Version Pts	**Corrected Version Pts	Total Pts Earned
1	Professional Association Research	/10	NA	/10
2	Employment History	/10	/15	/25
3	Personal Commercial	/10	/15	/25
4	Resume	/10	/15	/25
5	Cover Letter	/10	/15	/25
6	Reference Sheet	/10	/15	/25
7	"Interview Prep" Answers	/10	/15	/25
8	Employment Application	/10	/15	/25
9	Thank You Letter (will be created after your mock interview)	NA	/15	/15
	TOTAL SCORE (on-time)			/230
	TOTAL SCORE (late-after class wk 9)	- 25% (57 pts)		/173

Due in class the week of December 15, 2014

By signing below, I understand that ***both graded and corrected versions*** of all assignments must be included in this Benchmark Portfolio assignment to receive possible maximum points of 230. I also understand that this assignment must be turned in **during class the week of 12/15/14** or 25% will be deducted from the total possible point value.

SIGNATURE: _____ 10 PTS

***Graded Version** – the version you turned in to me to be graded

****Corrected Version** – the graded version with all corrections made (if you received a perfect score with no suggested revisions then you may include just the graded version)